

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

Functional Area Manager: MFB

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- 963 01 UNIT SPECIFIC ITEMS (COMMANDER)
- 963 01 001 Has the Commander appointed a SARC in writing? (0-6 level and above)
Reference
MCO 1752.5B, chap 3, par 2a and 2b
- 963 01 002 Did the commander ensure the SARC appointment does not create a conflict of interest with other duty assignments? (0-6 level and above)
Reference
MCO 1752.B, chap 3, par 2a(2); MCO 1752.B, page 7, 8
- 963 01 003 Does the command maintain all appointment letter(s) for the SARC(s)?
Reference
MCO 1752.5B, chap 3, par 2a and par 2b
- 963 01 004 Did the command provide written documentation to MFB of any personnel changes in the SARC billet?
Reference
MCO 1752.5B, chap 3, par 2c
- 963 01 005 Does the command maintain a copy of the SARC's D-SAACP credentialing certificate?
Reference
MARADMIN 610/12; DoDI 6495.02, encl 2
- 963 01 006 Does the command maintain a copy of the 40 hour training certificate, SARC training certificate, and DD Form 2909 "VA (UVA) and Supervisor Statement of Understanding"* for the SARC(s)?
*DD 2909 only required for collateral duty SARCs
Reference
MCO 1752.5B, chap 3, par 4a, b, and c
- 963 01 007 Has the commander appointed, at a minimum, two SAPR Uniformed Victim Advocates at each battalion, squadron, or equivalent level command?
Reference
MCO 1752.5B, page 8, par 10a

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- 963 01 008 Did the command provide written notification to the SARC of the command's UVA's appointments?
Reference
MCO 1752.5B, chap 4, par 3b
- 963 01 009 Does the command maintain a copy of the UVA/VA's D-SAACP credentialing certificate?
Reference
MCO 1752.5B, chap 3, par 4b
- 963 01 010 Does the command maintain a copy of the appointment letter, 40 hour training certificate, and DD Form 2909 "VA (UVA) and Supervisor Statement of Understanding" for all UVA/VAs in official correspondence files?
Reference
MCO 1752.5B, chap 4, par 3a
- 963 01 011 Did the command notify the Command SARC and Installation SARC of the revocation of a UVA appointment?
Reference
MCO 1752.5B, chap 3, par 4d
- 963 01 012 Has the commander published a command policy letter on sexual assault prevention and response within 60 days of taking command and posted in common areas?
Reference
MCO 1752.5B, chap 3, par 2e and 5a
- 963 01 013 Did the commander attend the pre-command SAPR training (Commander's Course)?
Reference
DoDI 6495.02, encl 10, 3g
- 963 01 014 Did the commander receive the Command Team SAPR Resource Brief from the Installation SARC within 30 days of assuming command?
Reference
MCO 1752.5B, chap 3, par 6c
- 963 01 015 Did the SgtMaj attend the pre-command SAPR training (SgtsMaj Course) prior to being posted?
Reference
DoDI 6495.02, encl 10, 3g

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- 963 01 016 Did the SgtMaj receive the Command Team SAPR Resource Brief from the Installation SARC within 30 days of being posted?
Reference
MCO 1752.5B, chap 3, par 6c
- 963 01 017 Has the command submitted an OPREP-3 SIR for all unrestricted reports of sexual assault?
Reference
MCO 1752.5B, chap 3, par 3c; MCO 3504.2A, encl 7
- 963 01 018 Has the command submitted the SAPR 8-Day Brief for all active duty members who file an Unrestricted Report of sexual assault?
Reference
MCO 1752.5B, chap 3, par 3h
- 963 01 019 Did the commander immediately report all Unrestricted Reports of sexual assault to NCIS or the supporting Military Criminal Investigative Organization (MCIO)?
Reference
MCO 1752.5B, chap 3, par 3a
- 963 01 020 Did the command complete annual sexual assault prevention and response training (FY requirement) utilizing the standard brief provided HQMC SAPR and facilitated by a SARC and/or UVA/VA?
Reference
MCO 1752.5B, chap 3, par 4e; MARADMIN 234/13
- 963 01 021 Did the command ensure all newly appointed corporals and sergeants completed "Take A Stand" training facilitated by a UVA?
Reference
MARADMIN 234/13
- 963 01 022 Did the command ensure all junior Marines receive the Step Up Bystander Intervention training, facilitated by UVAs in groups of no more than 30?
Reference
MARADMIN 288/14
- 963 01 023 Did the command ensure all training requirements were reported and entered under the correct codes in MCTFs or correct training in MCTIMS?
SB- Take A Stand (NCO Course)
SC- Take A Stand (Train the Trainer Course)
AT- Annual Training
Reference
MARADMIN 234/13

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- 963 01 024 Did the command produce documentation showing completion of sexual assault awareness and prevention training in pre-deployment briefs and work-up procedures?
Reference
MCO 1752.5B, chap 3, par 6b
- 963 01 025 Does the command have the Installation 24/7 Helpline, the DoD 24/7 SAFE Helpline and reporting options posted in unit's common areas?
Reference
MCO 1752.5B, chap 3, par 5b; MARADMIN 048/12
- 963 01 026 Does the command ensure UVAs' photographs are prominently posted in the unit's common area, or areas of high pedestrian traffic, containing contact information (e.g. phone number, email), 24/7 Helpline and other SAPR related resources?
Reference
MCO 1752.5B, chap 4, par 4c
- 963 01 027 Does the command require the UVAs' participation in the unit's new-join brief and are included on the check-in/check-out process?
Reference
MCO 1752.5B, chap 4, par 4f
- 963 01 028 Does the command have an SOP that establishes formal SAPR procedures and protocols, specific to the command location and structure, for the execution of the SAPR program? **At a minimum, the SOP shall localize procedures; identify local resources; ensure protection of the UVA/VA/SARC from coercion, discrimination, reprisal; ensure victim protection from reprisal; and implement commander's protocols (specific to the commands location).
Reference
MCO 1752.5B, chap 3, par 5f
- 963 01 029 Does the command coordinate with sister service SAPR programs when not located on a Marine Corps Installation? (Include in SOP if applicable)
Reference
MCO 1752.5B, chap 3, par 5p
- 963 01 030 Does the command provide the necessary workspace for the SARC to safeguard confidential communications and maintenance of all SAPR related records under double lock and key?
Reference
MCO 1752.5B, chap 5, par 2

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- 963 01 031 Does the command provide the SARC necessary access to a computer to ensure timely entry of a case into the Defense Sexual Assault Incident Database (DSAID)?
Reference
DoDI 6495.02, encl 6, 1h(22)(a)
- 963 01 032 Has the Installation Commander convened a Case Management Group?
Reference
MCO 1752.5B, chap 3, par 5m
- 963 01 033 Is the Installation Commander chairing the monthly Case Management Group meeting? (non-delegable below Deputy Installation Commander)
Reference
MCO 1752.5B, chap 3, par 5m
- 963 02 SEXUAL ASSAULT RESPONSE COORDINATOR
- 963 02 001 Does the SARC maintain a copy of his/her appointment letter?
Reference
MCO 1752.5B, chap 5, par 3a
- 963 02 002 Does the SARC maintain their credentialing certificate and documentation of required UVA/VA and SARC certification training to include initial 40 hour and continuing education?
Reference
MCO 1752.5B, chap 5, par 3b; MARADMIN 610/12
- 963 02 003 Does the SARC maintain a roster of certified UVAs, training certificates and DD 2909 of certified/credentialed UVAs?
Reference
MCO 1752.5B, chap 5, par 3d and chap 4, par 3a; MARADMIN 610/12
- 963 02 004 Did the SARC provide written notification to HQMC MFB on the revocation of a UVA appointment?
Reference
MCO 1752.5B, chap 5, par 4f
- 963 02 005 Has the Command SARC forwarded the original VRPS, DD2910, to the Installation SARC within ten days? (via certified mail when not co-located with their parent command)
Reference
MCO 1752.5B, chap 5, par 9e(4)(a-c)

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- 963 02 006 Does the SARC maintain all Victim Reporting Preference Statements filed under double lock and key?
Reference
MCO 1752.5B, chap 5, par 2b
- 963 02 007 Has the SARC developed a SAPR SOP to ensure the following: collection of initial contact information from the UVA/VA to be entered into the sexual assault database and other local protocols specific to their location?
Reference
MCO 1752.5B, chap 5, par 8c(1) and par 6c
- 963 02 008 Does the Installation SARC ensure the 24/7 Helpline is manned by trained personnel (SARCs, UVAs/VAs)?
Reference
MCO 1752.5B, chap 5, par 8d(4)
- 963 02 009 Has the Installation SARC ensured the 24/7 Helpline number appears on the installation website home page with SAPR information within three clicks from the homepage?
Reference
MCO 1752.5B, chap 5, par 8d(4)
- 963 02 010 Has the SARC developed a budget and plan for program awareness activities (i.e. SAAM)?
Reference
MCO 1752.5B, chap 5, par 8d(7), (18)
- 963 02 011 Did the Installation SARC assign a civilian VA for all cases involving civilian victims?
Reference
MCO 1752.5B, chap 5, par 8d(14)
- 963 02 012 Has the Installation SARC established professional liaisons and proposed MOU's with military and civilian resources, to include but not limited to: local rape crisis centers, hospitals, and legal assistance?
Reference
MCO 1752.5B, chap 5, par 8d(11)
- 963 02 013 Has the Installation SARC established professional liaison and proposed Service Support Agreements, with consultation of the installation SJA, with other military services and departments, if applicable (i.e. Joint Base or tenant command on non-Marine Corps installation)?
Reference
MCO 1752.5B, chap 5, par 8d(12)

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- 963 02 014 Has the Command SARC established professional liaison with sister service SAPR programs when applicable (i.e. Joint Base)?
Reference
MCO 1752.5B, chap 3, par 5p
- 963 02 015 Has the Installation SARC established protocols and procedures (include in SOP) with the MTF in their area of responsibility to ensure notification of the SARC and/or a VA for all incidents of reported sexual assault?
Reference
DoDI 6495.02, encl 6, 1h(19)
- 963 02 016 Is the SARC entering all data into the sexual assault database within the required timeframe? (within 48 hours of victim response)
Reference
MCO 1752.5B, chap 5, par 6a
- 963 02 017 Does the SARC document and track the services referred to and requested by the victim from the time of the initial report of a sexual assault through the final case disposition or until the victim no longer desires services?
Reference
DoDI 6495.02, encl 6, 1h(22)
- 963 02 018 Does the SARC facilitate the development and collaboration of SAPR public awareness campaigns for victims of sexual assault, including planning local events for Sexual Assault Awareness Month; Publicize the Installation 24/7 Helpline and DoD Safe Helpline on all outreach materials?
Reference
DoDI 6495.02, encl 6, 1h(13); MARADMIN 048/12
- 963 02 019 Does the SARC facilitate ongoing training of DoD and civilian law enforcement and criminal investigative personnel on the SAPR policy and program and the roles and responsibilities of the SARC and SAPR VAs?
Reference
DoDI 6495.02, encl 6, 1h(17)c
- 963 02 020 Has the SARC properly transferred cases, as appropriate and with the victim's consent, in DSAID and made required notifications?
Reference
MCO 1752.5B, chap 5, par 7a, b, and c

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- 963 02 021 Does the SARC participate in the CMG to review individual cases of Unrestricted Reports of sexual assault and actively participate in each CMG meeting by presenting oral updates on their assigned sexual assault victim cases, providing recommendations and, if needed, seeking assistance from the chair or victim's commander?
Reference
MCO 1752.5B, chap 6, par 2; DoDI 6495.02 encl 6, 1h(24)
- 963 02 022 Does the Installation SARC co-chair the Case Management Group monthly meeting?
Reference
MCO 1752.5B, chap 5, par 8d(6)
- 963 02 023 Does the Installation SARC maintain the agenda and minutes for the monthly Case Management Group meeting?
Reference
MCO 1752.5B, chap 5, par 8c(2)
- 963 02 024 Has the Installation SARC trained all members of the CMG?
Reference
MCO 1752.5B, chap 5, par 8e(4)
- 963 02 025 Does the Installation SARC maintain the agenda and minutes for the SAPR program review meeting (minimum quarterly)?
Reference
MCO 1752.5B, chap 6, par 3d
- 963 02 026 Does the Installation SARC coordinate and chair the Sexual Assault Response Team (SART)?
Reference
MARADMIN 413/13
- 963 03 SAPR VICTIM ADVOCATES
- 963 03 001 Does the UVA/VA possess required training and track individual continuing education training to maintain D-SAACP credentialing?
Reference
MCO 1752.5B, chap 7, par 2
- 963 03 002 Did the UVA(s) provide the SARC with all necessary training and certification documentation?
Reference
MCO 1752.5B, chap 7, par 3e

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- 963 03 003 Do the UVA/VAs have an updated, accurate resource list in order to provide appropriate referrals to victims of sexual assault to include MTF, SAFE, Chaplain, VWAP and VLC?
Reference
MCO 1752.5B, chap 7, par 3j(11) and (12)
- 963 03 004 Does the UVA/VA participate in the monthly CMG when working with a victim who has an open unrestricted case, providing updates and safety concerns as necessary?
Reference
MCO 1752.5B, chap 7, par 3k(1)
- 963 03 005 Does the UVA coordinate and conduct all unit SAPR-related training within their command?
Reference
MCO 1752.5B, chap 7, par 4a
- 963 03 006 Does the UVA/VA maintain unit sign in rosters (for current FY and previous FY) of all SAPR related training and provide to the S-3 for entry into MCTFS/MCTIMS and to the SARC as necessary?
Reference
MCO 1752.5B, chap 7, par 4e